

**Current Noticing Practices for City-Sponsored Community Outreach Meetings**  
**City of Sunnyvale**

	Definition and/or Example	Legal Notice Requirements	Current Noticing Practices for City-Sponsored Community Outreach Meetings
<b>Department-sponsored Community Outreach Meetings</b>	<ul style="list-style-type: none"> <li>Department-sponsored community outreach meetings are hosted by individual City departments on particular City issues (For example: the impact of downtown construction on neighboring residents).</li> </ul>	<ul style="list-style-type: none"> <li>Notice of a City Council Outreach meeting must be posted within 72 hours of the meeting (per the Brown Act).</li> </ul>	<ul style="list-style-type: none"> <li>Notice of the meeting is posted on the City's online Community Calendar, at the City Hall kiosk, the bulletin board outside Council Chambers' lobby, Library, Public Safety Bulletin Board, and at the City Clerk's office.</li> <li>News release</li> <li>Announcement at a City Council meeting</li> <li>Meeting flyer distributed to Board and Commission members, Neighborhood Associations, and the Neighborhood and Community Services Mailing List</li> <li>Flyer distributed to the Columbia Neighborhood Center, Senior Center, Community Center, City Hall, and Chamber of Commerce</li> <li>Posting on Channel 18 KSUN</li> <li>Banner ad on the City's website homepage</li> <li>Ad in the <i>Sunnyvale Sun/SJ Mercury News Guide</i> Section</li> <li>Announcement at appropriate Board or Commission meeting</li> <li>Flyer mailed to geographically appropriate residents as appropriate</li> </ul>
<b>City Council Outreach to the Community/ Associations Meetings</b>	<ul style="list-style-type: none"> <li>City Council Outreach to the Community Meetings are hosted by Council members to educate the community about City issues. They are held</li> </ul>	<ul style="list-style-type: none"> <li>Notice of a City Council Outreach meeting must be posted within 72 hours of the meeting (per the Brown Act).</li> </ul>	<ul style="list-style-type: none"> <li>Notice of the meeting is posted on the City's online Community Calendar, at the City Hall kiosk, the bulletin board outside Council Chambers' lobby, Library, Public Safety Bulletin Board, and at the City Clerk's office.</li> <li>News release</li> </ul>

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	<p>at neighborhood locations (such as schools and parks) and cover such topics as the current budget crisis and the Mathilda Overpass Renovation.</p> <ul style="list-style-type: none"> <li>• City Council Outreach to Associations Meetings are hosted by community groups where Council members are invited to attend the community group meeting.</li> <li>• No direction is given or action taken by Council at these meetings.</li> </ul>		<ul style="list-style-type: none"> <li>• Announcement at a City Council meeting</li> <li>• Meeting flyer distributed to Board and Commission members, Neighborhood Associations, and the Neighborhood and Community Services Mailing List</li> <li>• Flyer distributed to the Columbia Neighborhood Center, Senior Center, Community Center, City Hall, and Chamber of Commerce</li> <li>• Posting on Channel 18 KSUN</li> <li>• Banner ad on the City's website homepage</li> <li>• Ad in the <i>Sunnyvale Sun/SJ Mercury News Guide</i> Section</li> <li>• Announcement at appropriate Board or Commission meeting</li> <li>• Flyer mailed to geographically appropriate residents as appropriate</li> </ul>